

Executive Registry

76-6851

Director of Central
Intelligence
Room 7D-5607
Headquarters

Sir:

I believe the attached request to me, asking that I obtain specimen signatures from you, is self-explanatory. Should you have any questions, I would be happy to discuss the matter with you.

/s/ John F. Blake
John F. Blake
Deputy Director
for
Administration

Att: DD/A 76-0507

7D26

5454

2/10/76

*Successor
DCE bot*

Att: Pink RS to DD/A fr D/OP dtd 3 Feb 1976, Same Subj
Distribution:

- Orig RS - DCI w/Orig of Att
- ~~1~~ RS - ER w/att
- 1 RS - DD/A Subject w/att
- 1 RS - DD/A Chrono w/o Att
- 1 RS - JFB Chrono w/o att

DD/A:JFBBlake:der (10 Feb 1976)

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Approved For Release 2003/04/02 : CIA-RDP79M00467A000200130041-1

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Acting Director of Personnel
5E 58 Headquarters

EXTENSION

NO.

DATE

5 FEB 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1 Deputy Director for Administration

Jack:

When convenient, will you take up with the Director the matter of a matrix for the Autopen signature machine.

Previous Directors have authorized the Director of Personnel, under controlled conditions, to use the matrix for affixing the Director's signature to Longevity Award Certificates and Certificates of Exceptional Service. In addition, the matrix signature has been used for signing honor award Certificates of Distinction and Merit. Generally, we have been forwarding the certificates for the medals (DIM, etc.) for the personal signature of the Director. In these cases, since the Director has already approved the award recommendation, the use of the matrix signature for the medal certificates (in addition to the CD and CM) might be considered a timesaver for both the Director and those processing the awards. I should add that the matrix has been used for the certificates only after the awards are approved by a competent authority.

We would like four signatures, one on each of the attached cards. This will enable us to select the best signature from which to make the matrix. The cards should be signed with black fountain pen ink. Once we receive the signatures, we can have the matrix made in about five work days

Approved For Release 2003/04/02 : CIA-RDP79M00467A000200130041-1 Personnel